

Case Closure

Do NOT close a case when a child moves to a new jurisdiction in Wisconsin, as this will close the case to the new jurisdiction, as well. Instead, if known, enter the child's new address in the Patient Address Screen (see [Job Aid 3.4: Patient Address, P-02299-3.4](#)). The case will then automatically transfer to the new jurisdiction.

Step 1: Using the **Clinical** tab under the **Find Patient** menu, find the patient record (see [Job Aid 3.1: Find a Patient and Patient Information, P-02299-3.1](#)). Verify you have the correct patient by reviewing the patient information at the top of the screen (see highlighted box below).

HHPSS
Healthy Homes and Lead Poisoning Surveillance System

(OLANTERN, JILL) DOB: 1/1/2016 ID#: 2018924 JURI.: DEPARTMENT OF PUBLIC HEALTH FOR MADISON AND DANE C

Home **Clinical** Environmental Reports

Find Patient
Clinical Letters
Patient Info
Patient Address
Blood Lead Tests
Case Details
Case Exposure
Associated Persons

Name	HHPSS ID	Date of Birth	Local ID	Address	Case Status	Jurisdiction
Jack OLantern	2018878	10/31/2017		1403 PRAIRIE ROSE Dr Su...	Open	Department of Pub...
Jill OLantern	2018924	1/1/2016		1403 Prairie Rose Dr Sun...	Open	Department of Pub...

Step 2: To close the case, first select **Case Details**, then **Case Disposition**, from the left side menu.

Step 3: Click on the **PHN Case Closed** box to close the case. Enter the date in the **Date Closed** box.

Step 4: Review the descriptions of **Reasons for Closure** provided in the **Reference Table** at the end of this job aid, then select the appropriate reason from the **Reason for Closure** drop-down menu on the **Case Disposition** page.

Step 5: Click the **Save** button in the bottom left menu bar to update the case disposition data.

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Home Clinical **Environmental** Reports

Find Patient
Clinical Letters
Patient Info
Patient Address
Blood Lead Tests
Case Details
Case Initiation
Case Information
Case Disposition
Disposition History
Case Exposure
Associated Persons
Other Blood Tests
Other Medical
Chelation
Notes
Patient Attachments

Case Disposition
View Deleted duplicate associated Patients

PHN Case Closed
Date Closed

If Reason For Closure is Transferred:
Date Transferred Reason for Transfer
...Specify:

Current Address for Patient

Reason for Closure
Admin. Explain
Admin. Other
Batch Close
Case Opened in Error
Closure Criteria Met
False Positive PB
Legacy - Family Referred
Legacy No Response from Provider
Moved
Moved out of Jurisdiction
Not an EBL Case
Out of Compliance
Persistent refusal
Standard Clinical Closure
State Clinical Case Opened
Transferred to other Health Dept.
Unable to locate family

Help
Save
Revert
Print Screen
Log Out

History of Case Disposition

Use the **Disposition History** screen to see details of the patient’s current and past case closures.

Step 1: To view the history of the patient’s past case closure status, select the **Case Details** on the left side menu, then select **Disposition History** from the submenu. This will bring up the **History of Case Disposition** screen.

The screenshot shows the HHLPPS interface for patient (OLANTERN, JACK) with DOB: 10/31/2017 and ID#: 2018939. The left sidebar contains a menu with 'Case Details' and 'Disposition History' highlighted. The main content area displays a table titled 'History of Case Disposition' with the following data:

Opened	Jurisdiction	Status	Reason	
1/31/2019	Department of Public Health for...	Closed	ERROR	Details
1/15/2019	Department of Public Health for...	Closed	Standard Clinical Case Closure	Details

At the bottom of the screen, there is a button labeled 'Create New Surveillance Case'.

Questions

Please contact the HHLPPS coordinator at 608-266-5817 or email [DHS Lead Poisoning Prevention](#).

Reference Table: List of Case Closure/Case Disposition Fields

Field Name	Meaning				
Deleted duplicate associated patients	View patients merged with current record through record deduplication processing.				
PHN Case Closed	Select to indicate case closure.				
Date Closed	Indicate the date that the case was closed.				
Reason for closure (Drop-down menu)	<table border="0"> <thead> <tr> <th style="text-align: center;">Use</th> <th style="text-align: center;">Do Not Use</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> • Admin Explain • Case Opened in Error • False Positive • Met Closure Criteria • Persistent Refusal • Transferred to Other Health Dept. • Unable to Locate Family </td> <td> <ul style="list-style-type: none"> • Admin Other • Batch Closure • Legacy—Family referred • Legacy—No response from provider • Moved • Moved out of Jurisdiction • Out of Compliance • Standard Clinical Case Closure • State Case Opened </td> </tr> </tbody> </table> <p>Admin Explain: Select this option if the case was closed for other administrative reasons.</p> <p>Case Opened in Error: Select this option if the case was opened for any result under 3.5 mcg/dL.</p> <p>False Positive: Select this option if the patient’s venous confirmatory test was under 3.5 mcg/dL.</p> <p>Met Closure Criteria: Select this option if the case was closed because it met clinical case closure criteria.</p> <p>Persistent Refusal: Use this option if the case was closed because of persistent refusal to be retested after an initial case-making result. If closing a case for this reason, use the Notes section of the Clinical tab (on the bottom left side menu bar) to document the basis in the case file.</p> <p>Transferred to Other Health Dept: Use this option only if the family moved out of state and the new address is known. This will activate the fields highlighted in grey in the rows below, which can then be filled in.</p> <p>Unable To Locate Family: Use this option if the case is being closed because the patient's family cannot be located. If closing a case for this reason, use the Notes section of the Clinical tab (on the bottom left side menu bar) to document the basis in the casefile.</p>	Use	Do Not Use	<ul style="list-style-type: none"> • Admin Explain • Case Opened in Error • False Positive • Met Closure Criteria • Persistent Refusal • Transferred to Other Health Dept. • Unable to Locate Family 	<ul style="list-style-type: none"> • Admin Other • Batch Closure • Legacy—Family referred • Legacy—No response from provider • Moved • Moved out of Jurisdiction • Out of Compliance • Standard Clinical Case Closure • State Case Opened
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The fields below will activate if Transferred to other Health Dept is selected. ↓					
Date Transferred	If case is being transferred to another state, enter the date of transfer.				
Reason for transfer	Use this drop-down to provide information about the nature of the transfer.				
Specify	Specify reason for jurisdiction transfer not within list.				
Current Address	Use this field to enter the current address for the patient (i.e., the patient’s new address).				
LHD referred to	<i>Do not use this field.</i> Leave it blank.				